



FACULTY CHECKLIST: TEST PROCTORING

(Proctoring services in the Testing Office are offered to students enrolled in fully-online courses.)

1. SUBMIT ALL PERTINENT TEST INFORMATION (WITHIN 1-2 WEEKS OF SEMESTER)

- Log into Professor Portal and submit all pertinent test related information including, but not limited to the following:
 - ___ Testing Window (date exam opens/closes)
 - ___ Test Instructions (maximum testing time, LMS if other than D2L, etc.)
 - ___ Test Password (only seen/used by proctor to launch test in proctored environment)
 - ___ Test Materials Allowed (e.g. calculator, one-page of notes on 8 ½x11 paper, back/front, etc.)

NOTE: Embed additional test materials allowed into the actual online test (e.g. formula sheet, Z-charts, etc.). In addition, we *highly recommend* **NOT** using textbook/or e-books on proctored exams to prevent access to hidden notes or navigation to prohibited websites/ searches. Usually, open book/notes tests do not require a proctored environment.

- Provide updated/final roster immediately after course reinstatement deadline to testing@savannahstate.edu.
- Double-check all information provided in professor portal for accuracy.
- Notify Testing Office immediately of any changes made in the portal by phone or via email testing@savannahstate.edu. Changes should be made no later than 2 days prior to test—notify students of any changes that may affect them.

*In D2L or LMS only include **one attempt per test**.*

2. GET STUDENTS REGISTERED TO TEST AS SOON AS POSSIBLE

- Email class the test registration link **within the first month of each semester (e.g. spring 2020 by January 31):** www.savannahstate.edu/testing or www.registerblast.com/ssu/exam. Highly encourage early test registration to ensure preferred test schedule and to avoid conflicts with work, childcare, or other obligations.
- List all pertinent test information in course syllabus and D2L (testing start/end dates, materials allowed, and specific instructions).
- Remind students of testing windows at least 2-3 weeks prior to test. Encourage registration ASAP.

3. TWO (2) WEEKS PRIOR TO TESTING WINDOW

- Review the list of students registered for your test—through Professor Portal. Make contact with those not registered ASAP and encourage to complete testing arrangements immediately.
- Send reminder alerts of testing window: email, D2L content and calendar.
- Ensure that your testing windows in D2L are accurate to ensure access to students on test day.
- Print, staple and deliver paper-based tests to Testing Staff at least 3 days prior to the testing dates/or window.

4. AFTER TESTING WINDOW CLOSURES

- Check Professor Portal for no-shows; make contact with students and encourage test registration and completion..
- Students who request testing beyond the approved deadlines will be directed to the instructor for next steps. To prevent this issue, remind students to register early.
- For paper-based tests, check your department's main office for returned test pick-up within 24-48 hours of test.